

<b>Position Requirements Document Cover Sheet</b>	<b>Position Number: 12818</b>			
<b>Classification:</b> Interdisciplinary, NH-****-IV <b>Opt (1):</b> Supervisory General Engineer, 0801; CL: 425A <b>Local Title:</b> Director of Engineering <b>Opt (2):</b> Supervisory Computer Engineer, 0854; CL: 425B <b>Employing Office Location:</b> Orlando, Florida <b>Opt (3):</b> Supervisory Electronics Engineer, 0855; CL: 425C <b>Duty Station:</b> Orlando, FL <b>Opt (4):</b> Supervisory Computer Scientist, 1550; CL: 425D				
<b>Org Info:</b> <b>Agency:</b> Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT) <b>1<sup>st</sup> Div:</b> Program Executive Office, Simulation, Training and Instrumentation (PEO STRI) <b>2<sup>nd</sup> Div:</b> Project Support Group <b>3<sup>rd</sup> Div:</b> Engineering Directorate <b>4<sup>th</sup> Div:</b>				
<b>Supervisor's Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. <b>Immediate Supervisor:</b> James T. Blake  <b>Title:</b> Deputy Program Executive Officer  <b>Signature:</b> _____ <b>/s/</b> _____ <b>Date:</b> 4/7/03  <b>Higher Supervisor or Manager:</b> _____  <b>Title:</b> _____  <b>Signature:</b> _____ <b>Date:</b> _____				
<b>Classification/Job Grading Certification:</b> I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.  <b>Classification Official:</b> Stephen M. Seay, BG  <b>Title:</b> Program Executive Officer  <b>Signature:</b> _____ <b>/s/</b> _____ <b>Date:</b> 4/8/03				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <b>FLSA:</b> Exempt  <b>Drug Test:</b> Yes  <b>Key Position:</b>  <b>Sensitivity:</b> CS  <b>Reason for Submission:</b> Acq Demo Conversion  <b>Previous PD Number:</b>  <b>Envir. Diff:</b>  <b>Acq Posn Category:</b> S  <b>Acq Career Level:</b> 3  <b>Acq Special Asgmt:</b>  <b>Career Spec – Primary:</b>  <b>Cont Job Site:</b>  <b>Financial Disclosure:</b> <input type="checkbox"/> Public Financial  <input checked="" type="checkbox"/> Supervisor      <input type="checkbox"/> Manager      <input type="checkbox"/> Neither             </td> <td style="width: 33%; vertical-align: top;"> <b>BUS Code:</b> 8888      <b>CL:</b> see above  <b>Emergency Ess:</b>  <b>OPM Functions Code:</b> 13  <b>Status:</b> Competitive  <b>Subject to IA:</b> Yes  <b>Mobilization:</b>  <b>Career Prg ID:</b> 16  <b>CAPL Number:</b>  <b>Acq Posn Type:</b> 2  <b>Acq Prog Ind:</b>  <b>Career Spec – Sec:</b>  <b>Mobility:</b>  <input checked="" type="checkbox"/> Confidential Financial             </td> <td style="width: 33%;"></td> </tr> </table> <b>Citation 1:</b> USOPM PCS for Computer Engineering Series, GS-0854 TS-83 January 1988 <b>Citation 2:</b> USOPM PCS for Electronics Engineering Series, GS-0855TS-3 February 1971 <b>Citation 3:</b> USOPM PCS for Computer Science Series, GS-1550 TS-83 January 1988 <b>Citation 4:</b> USOPM Handbook of Occupational Groups and Families August 2002, GS-0801 Series Definition <b>Citation 5:</b> AWF, PDP, BLD, Federal Register, Volume 64, Jan 99 <b>Top Secret Clearance w/SCI required</b>		<b>FLSA:</b> Exempt <b>Drug Test:</b> Yes <b>Key Position:</b> <b>Sensitivity:</b> CS <b>Reason for Submission:</b> Acq Demo Conversion <b>Previous PD Number:</b> <b>Envir. Diff:</b> <b>Acq Posn Category:</b> S <b>Acq Career Level:</b> 3 <b>Acq Special Asgmt:</b> <b>Career Spec – Primary:</b> <b>Cont Job Site:</b> <b>Financial Disclosure:</b> <input type="checkbox"/> Public Financial <input checked="" type="checkbox"/> Supervisor <input type="checkbox"/> Manager <input type="checkbox"/> Neither	<b>BUS Code:</b> 8888 <b>CL:</b> see above <b>Emergency Ess:</b> <b>OPM Functions Code:</b> 13 <b>Status:</b> Competitive <b>Subject to IA:</b> Yes <b>Mobilization:</b> <b>Career Prg ID:</b> 16 <b>CAPL Number:</b> <b>Acq Posn Type:</b> 2 <b>Acq Prog Ind:</b> <b>Career Spec – Sec:</b> <b>Mobility:</b> <input checked="" type="checkbox"/> Confidential Financial	
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**Acquisition Workforce Demo Project  
Position Requirements Document**

**I. Organization information:**

Position is located in the Engineering Directorate, Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

**II. Position information:**

Interdisciplinary, NH-\*\*\*\*-IV

Opt:Supervisory General Engineer - 0801

Opt:Supervisory Computer Engineer - 0854

Opt:Supervisory Electronics Engineer - 0855

Opt:Supervisory Computer Scientist - 1550

**III. Duties:**

Incumbent serves as Director of the Engineering Directorate of PEO Simulation, Training and Instrumentation (PEO STRI) and serves as the Senior Advisor to the Commander on all Engineering matters

Incumbent manages a workforce consisting of professional engineers and scientists, principally at NH-3 level. Technical decisions are of significant scope, such as embedded simulation technology for combat systems, and use of entertainment industry technology to enhance warfighter readiness. Represents the PEO at DA, DoD, other military and civilian echelons, and in national and international conference and symposia of PEO STRI interest.

Accountable for effective and timely identification of actions required to meet and further research, development and engineering requirements. Sets annual, multiyear, long-range work plans and schedules for in-service and contracted work. Develops strategies to ensure attainment of objectives for the Office. Monitors the progress of plans and programs developed in support of strategies. Coordinates with Deputy Directors and other key personnel on overall plans, policies, objectives and gives guidance accordingly. Reviews and evaluates, with and through Deputy Directors, the total Directorate program for status, adjustment and attainment of goals. Manages the impact of projected and/or mandated resource revision, program changes, legislative changes, economic and industry trends, or actions required by higher echelons that may have an impact. Ensures all

new programs and plans are integrated into current operations in a most expedient and cost effective manner. Manages, allocates and balances available fiscal and manpower resources

Establishes policies and procedures for defining, reviewing, approving, obtaining and allocating resources to support the engineering program. Evaluates technical quality of accomplishments and redirects or modifies technical efforts, analyzing information presented in review and analysis conferences, technical reports, etc.

Develops and implements guidance and policy for the conduct of engineering. Establishes specific technical and management practices. Chairs or participates on external policy review committees. Interacts with other PEOs to assess impact of challenging high-level policies.

#### **Personnel Management and Equal Employment Opportunity.**

Performs the full range of administrative and technical supervisory duties. Supports an understanding of the Command's Affirmative Action/EEO Program. Ensures EEO principles are reflected in all aspects of personnel management. Assigns work and establishes priorities; evaluates performance of subordinates; gives advice, counsel, and/or instruction to subordinates on both work and administrative matters; interviews and recommends selections of candidates for positions, promotions, and reassignments; and hears and resolves complaints from subordinates. Exercises full authority as a member of the pay pool management in assessing contribution and preparing statements of duties and experience for Demonstration employees. Develops performance standards. Makes decisions on nonroutine costly, or controversial training needs and training requests related to employees of the unit. Approves leave. Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building or improve business practices.

Performs other duties as assigned.

#### **Critical Acquisition Position**

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, (i.e., the Director of Acquisition Career Management, the Army Acquisition Executive, or the Secretary of the Army) or if the employee is

"grandfathered" under 10 U.S.C. 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 U.S.C. 1733 and 1737):

(1) Selectee must be a member of an Acquisition Corps at the time of appointment.

(2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any terms or conditions of employment."

#### V. FACTORS:

Factor: 1. - Problem Solving Level IV.

Work is timely, efficient, and of acceptable quality. Completed work meets Project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Defines, establishes, and directs organizational focus (on challenging and highly complex project/programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.

Factor: 2. - Teamwork/Cooperation Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads/guides/mentors workforce in dealing with complex problems. Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.

Factor: 3. - Customer Relations Level IV.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Leads and manages the organizational interactions with customers from a strategic standpoint. Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting program/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.

Factor: 4. - Leadership/Supervision Level IV.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.

Factor: 5. - Communication Level IV.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level.

Flexibility, adaptability, and decisiveness are exercised appropriately.

Determines and communicates organizational positions on major projects or policies to senior level. Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. Presents organizational briefings to convey strategic vision or organizational policies.

Factor: 6. - Resource Management Level IV.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops, acquires, and allocates resources to accomplish multiple project/program goals. Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. Optimizes, controls, and manages all across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Incumbent must be able to obtain and maintain a Top Secret (SCI) security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

#### **STAFFING KNOWLEDGES, SKILLS AND ABILITIES (KSAS)**

Managerial/supervisory ability sufficient to direct the work of an organization

Knowledge of one or more of the following engineering and scientific fields:

- Electronic Engineering
- Computer Engineering
- Computer Science

Knowledge of policies, programs, organizations, functions, resources, and legislation affecting the program(s) and the organizations studied or served, and related customers, functions, resources, and users

Knowledge of current modeling and simulation principles, techniques, processes, regulations, and policies

Knowledge and experience in the DoD weapon systems acquisition and life cycle support, to include knowledge of and application of system acquisition policies, regulations, and procedures.

Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit including senior executives and General Officers at DA HQ and elsewhere

Ability to stratify resources against approved programs; to plan, present, and execute budgets; to analyze impacts on programs; and to forecast long term funding requirements